



DEPARTMENT OF THE NAVY
NAVY ENVIRONMENTAL HEALTH CENTER
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NAVENVIRHLTHCENNOTE 12451

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NAVENVIRHLTHCEN NOTICE 12451

Subj: CIVILIAN INCENTIVE AWARDS PROGRAM

Ref: (a) Human Resource Office, Norfolk Manual Chapter 451
(b) BUMEDINST 12451.4A
(c) NAVENVIRHLTHCENINST 12450.1B
(d) NAVENVIRHLTHCEN Military and Civilian Awards Manual

Encl: (1) Tangible and Intangible Benefit Scale
(2) Recommended Time-Off Award Scale
(3) Recommendation for Incentive Award Form

1. **Purpose.** This notice provides guidance and procedures for establishing and implementing an incentive awards program at Navy Environmental Health Center (NAVENVIRHLTHCEN). References (a) and (b) describe the Incentive Awards Program, which recognizes personnel on a merit basis. It is expected that this program will encourage and support a more active recognition program rewarding exceptional performance across all pay grades throughout the year.

2. **Scope.** To all General Schedule employees at Navy Environmental Health Center, Portsmouth and Naval Dosimetry Center, Bethesda. Field activities will develop and maintain an incentive awards program.

3. **Policy and Program Objectives.** Awards are used to motivate employees to increase productivity by recognizing creativity in the workplace, and to reward employees and groups of employees when contributions are made. In achieving these objectives, award programs are designed to:

a. Encourage full participation of personnel at all levels in improving DON and government operations.

b. Encourage cross-directorate nominations. Nominee's director must approve the award prior to submission to the Activity Head Designee.

c. Pay cash awards, grant time-off, or incur necessary expenses for recognition of personnel, either individually or as a member of group on the basis of:

(1) A suggestion, invention, superior accomplishment, or other personal effort that contributes to the efficiency, economy, or other improvement of government operations.

(2) A special act or service in the public interest in connection with or related to official employment.

4. Incentive Awards.

a. Special Acts. These awards may be used to recognize a group or individual effort that goes beyond expected job performance. Special Act Awards are used to recognize exceptional accomplishments, and may be given at any time. Recognition must be submitted within 60 days of the date of the special act or service. The appropriate award is based on the tangible and intangible benefit scales in enclosure (1). The following are achievements that could merit such an award:

(1) A particular project or assignment, which involved overcoming unusual difficulties.

(2) Performance of assigned duties with special efforts or innovation that result in significant economic or other desirable benefits.

(3) Creative efforts that made important contributions to science or research or acts of heroism.

(4) Elimination of fraud, waste, and abuse.

b. On-the Spot Awards. An On-the Spot Award is a "Special Act or Service" award designed to quickly recognize and provide immediate reinforcement of one-time achievements by employees that have resulted in service of an exceptionally high quality or quantity. This award is particularly appropriate for rewarding employee efforts that might go unrecognized. On-the-Spot awards range from \$25 to \$750, commensurate with the nature of the service or act being recognized and must be awarded within 30 days of the special act or service.

c. Performance Awards. A performance award may be granted to employees for sustained performance for an individual, team, or organizational achievements of high quality, significantly above that expected at the "Acceptable" level. This type of recognition is appropriate when an employee performs substantially beyond expectations on a regular or continuing basis. Accomplishments may include, but are not limited to:

(1) Exceptional program or project.

(2) Individual or team work that results in a high quality product or service to the customer.

(3) Other quality performance significantly above what is expected at the "Acceptable" level and consistently sustained over a period of time.

d. Time-Off. Although time-off awards do not involve an additional cash disbursement by the agency, time-off awards have a value to the organization in production time lost. Decisions to grant time-off awards shall be based upon the same criteria or circumstances as for any other award. Consequently, in granting and determining the length of time-off awards, the supervisor should consider the benefits realized by the Government from an employee's contribution. The amount of time off should be proportionate to the value of the contribution being recognized. An equivalency between time-off awards and cash should generally be avoided; enclosure (2) is a sample scale of benefits to be used.

(1) An employee may be granted up to 40 hours of time-off from duty as an incentive award for a single contribution. The total amount of time-off an employee may be granted during any one leave year is 80 hours. Employees who are granted a time-off award must use the time-off award within one year from the date granted. If the total amount of a time-off award is not used within one year after its approval, any unused time-off is forfeited and may not be restored.

(2) Directors may grant time-off awards with co-signature of the Activity Head Designee if the amount of time-off is for 8 hours or less.

(3) A decision to grant a time-off award for a period in excess of 8 hours must be reviewed by the Incentive Awards Board and approved by the Commanding Officer.

5. Other Awards. Reference (c) provides requirements and procedures for nominating, selecting, and honoring NAVENVIRHLTHCEN Civilian Employee of the Quarter/Year. Reference (d) provides guidance for submitting civilian employees for honorary awards. These awards can take the form of a letter of appreciation to a medal.

6. Funding levels. Careful attention will be paid to ensure systematic distribution of award money among directorates. This command will decide the award expenditures for each year. A centrally managed NAVENVIRHLTHCEN awards fund account will be established.

7. Processing Awards

a. The recommendation for Incentive Awards enclosure (3) will be used when recommending an employee for an incentive award. All awards will be supported by appropriate written justification in the space provided in enclosure (3). Addendum may be added, as required.

b. The supervisor or individual recommending the award will forward enclosure (3) through the immediate supervisor to the director for signature. If an employee from another directorate is being recommended, the employee's director must sign the award recommendation.

c. All Incentive Awards recommendations will be forwarded to the Activity Head Designee (AHD) for initial screening and tracking. The AHD will consolidate all recommendations for the monthly Incentive Awards Board. Concurrence/ nonoccurrence by the director will be documented on the recommendation form.

(1) A Letter of Appreciation (LOA) will be written and forwarded electronically to the Commanding Officer's Secretary at the same time the award is submitted. The LOA will be in New Times Roman, 12 Pitch with fully justified margins.

d. Once the Incentive Awards Board has met the AHD will forward the recommendations to the Commanding Officer for approval.

e. The Workshop Director will prepare and review workshop awards with the appropriate director for concurrence. These awards will not be required to go through the Incentive Awards Board.

8. Responsibilities

a. The Director for Administration serves as the AHD and will administer the Incentive Awards Program for this command. The AHD responsibilities include:

(1) Chair the Incentive Awards Board and ensure this command's Incentive Awards Program is in place and working effectively.

(2) Review awards submission for compliance with the Incentive Awards Program requirements.

(3) Ensure awards approved are processed in a timely manner.

(4) Provide a monthly update on all awards approved.

b. The Comptroller will maintain and control a centrally managed award fund account, and will verify the availability of funds before the award is forwarded to the Tactical Decision Board for consideration.

c. The Tactical Decision Board (TDB) serves as the Incentive Awards Board. The Incentive Awards Board will meet the fourth Thursday of each month immediately after the TBD. All incentive awards will be presented at this time. The TDB will:

(1) Recommend an award funds account to the Board of Directors each fiscal year.

(2) Determine if the awards submitted meet the criteria and make a recommendation to the Commanding Officer for approval/disapproval.

d. Civilian Personnel Liaison will complete the request for Personal Action (SF-52) for monetary recognition and the time-off award forms for time-off recognition. All time-off awards will be reviewed to ensure the total amount of time-off granted to any one individual does not exceed 80 hours in one leave year.

e. The exceptional accomplishments and superior performance of all employees are critical to the ultimate success of the command. Therefore, directors and supervisors have an obligation to provide meaningful rewards and recognition for these efforts throughout the year. Utilizing this incentive awards program is one way to systematically motivate civilian employees to continue producing high quality products and services for our customers, and to contribute their best efforts toward accomplishing the command's mission and goals for the future.



D. M. SACK

Distribution: (NAVENVIRHLTHCENINST 5215.2P)
List I (Directors and Deputies)
VI (NAVENPVNTMEDUs)
VII (NAVDISVECTECOLCONCENS)
VIII (NAVENVIRHLTHCEN DET)

TANGIBLE BENEFITS

Benefits, savings, or cost avoidance that can be measured in dollars. They include savings on overhead items and accelerated labor rates.

Quick Guide for Calculating Awards Based on Tangible Benefits

<u>Benefit</u>	<u>Award</u>	<u>Benefit</u>	<u>Award</u>	<u>Benefit</u>	<u>Award</u>	<u>Benefit</u>	<u>Award</u>	<u>Benefit</u>	<u>Award</u>
*		50,000	2,200	90,000	3,400	170,000	4,050	1,800,000	12,200
11,000	1,030	51,000	2,230	91,000	3,430	175,000	4,075	1,900,000	12,700
12,000	1,060	52,000	2,260	92,000	3,460	180,000	4,100	2,000,000	13,200
13,000	1,090	53,000	2,290	93,000	3,490	185,000	4,125	2,100,000	13,700
14,000	1,120	54,000	2,320	94,000	3,520	190,000	4,150	2,200,000	14,200
15,000	1,150	55,000	2,350	95,000	3,550	195,000	4,175	2,300,000	14,700
16,000	1,180	56,000	2,380	96,000	3,580	200,000	4,200	2,400,000	15,200
17,000	1,210	57,000	2,410	97,000	3,610	225,000	4,325	2,500,000	15,700
18,000	1,240	58,000	2,440	98,000	3,640	250,000	4,450	2,600,000	16,200
19,000	1,270	59,000	2,470	99,000	3,670	275,000	4,575	2,700,000	16,700
20,000	1,300	60,000	2,500	100,000	3,700	300,000	4,700	2,800,000	17,200
21,000	1,330	61,000	2,530	101,000	3,705	325,000	4,825	2,900,000	17,700
22,000	1,360	62,000	2,560	102,000	3,710	350,000	4,950	3,000,000	18,200
23,000	1,390	63,000	2,590	103,000	3,715	375,000	5,075	3,100,000	18,700
24,000	1,420	64,000	2,620	104,000	3,720	400,000	5,200	3,200,000	19,200
25,000	1,450	65,000	2,650	105,000	3,725	425,000	5,325	3,300,000	19,700
26,000	1,480	66,000	2,680	106,000	3,730	450,000	5,450	3,400,000	20,200
27,000	1,510	67,000	2,710	107,000	3,735	475,000	5,575	3,500,000	20,700
28,000	1,540	68,000	2,740	108,000	3,740	500,000	5,700	3,600,000	21,200
29,000	1,570	69,000	2,770	109,000	3,745	550,000	5,950	3,700,000	21,700
30,000	1,600	70,000	2,800	110,000	3,750	600,000	6,200	3,800,000	22,200
31,000	1,630	71,000	2,830	111,000	3,755	650,000	6,450	3,900,000	22,700
32,000	1,660	72,000	2,860	112,000	3,760	700,000	6,700	4,000,000	23,200
33,000	1,690	73,000	2,890	113,000	3,765	750,000	6,950	4,100,000	23,700
34,000	1,720	74,000	2,920	114,000	3,770	800,000	7,200	4,200,000	24,200
35,000	1,750	75,000	2,950	115,000	3,775	850,000	7,450	4,300,000	24,700
36,000	1,780	76,000	2,980	116,000	3,780	900,000	7,700	4,360,000	25,000#
37,000	1,810	77,000	3,010	117,000	3,785	950,000	7,950		
38,000	1,840	78,000	3,040	118,000	3,790	1,000,000	8,200		
39,000	1,870	79,000	3,070	119,000	3,795	1,050,000	8,450		
40,000	1,900	80,000	3,100	120,000	3,800	1,100,000	8,700		
41,000	1,930	81,000	3,130	125,000	3,825	1,150,000	8,950		
42,000	1,960	82,000	3,160	130,000	3,850	1,200,000	9,200		
43,000	1,990	83,000	3,190	135,000	3,875	1,250,000	9,450		
44,000	2,020	84,000	3,220	140,000	3,900	1,300,000	9,700		
45,000	2,050	85,000	3,250	145,000	3,925	1,350,000	9,950		
46,000	2,080	86,000	3,280	150,000	3,950	1,400,000	10,200**		
47,000	2,110	87,000	3,310	155,000	3,975	1,500,000	10,700		
48,000	2,140	88,000	3,340	160,000	4,000	1,600,000	11,200		
49,000	2,170	89,000	3,370	165,000	4,025	1,700,000	11,700		

* For a benefit up to \$10,000 the award is 10 percent

** Awards over \$10,000 require the approval of the Office of Personnel Management.

Maximum award authorized by the Office of Personnel Management. A Presidential

Award of up to \$10,000 may be paid in addition to the \$25,000.

Enclosure (1)

INTANGIBLE BENEFITS**Determining Award Amounts Based On Intangible Benefits**

Intangible benefits may occur where specific monetary savings cannot be determined or there are intangible benefits in addition to specific monetary savings. Examples of results leading to intangible benefits are improvements in safety, fleet readiness, or reliability. For amounts based on intangible benefits, an award range is determined based on the VALUE OF BENEFIT and the EXTENT OF APPLICATION. Using the descriptions in Figure 1 assign the appropriate point value to each category. Then total the point(s) and select an amount from the appropriate award range shown in Figure 2.

Figure 1
VALUE OF BENEFIT

Moderate (1)	Substantial (2)	High (3)	Exceptional (4)
Change or modification of and operating principle or procedure which has value sufficient to meet Them minimum standard for a cash award; an improvement of rather limited value of a product, activity program or service to the public	Substantial change or modification of an operating principle or procedure, an important improvement to the value of a product, activity, or service to the public.	Complete revision of a basic principal or procedure; a highly significant improvement to the value of a product, major activity of program, or service to the public	Initiation of a new principle or major procedure; a superior improvement to the quality of a critical product, activity, program, or service tot he public.

EXTENT OF APPLICATION

Limited (1)	Extended (2)	Broad (3)	General (4)
Affects functions, mission, or personnel of one office, facility, or installation, or an organizational element of a headquarters. Affects a small area of science or technology.	Affects functions, mission, or personnel of several offices, facilities or installations. Affects an important area of science or technology.	Affects functions, mission or personnel of an entire regional area of command. May be applicable to all of an independent agency of a large bureau. Affects a broad area of science or technology	Affects functions, mission, or personnel of several regional areas or commands, or an entire department of large independent agency, or is in the public interest throughout the nation or beyond.

Figure 2

VALUE OF POINTS

POINTS	VALUE
2	\$ 25 - \$ 500
3	\$ 501 - \$ 750
4	\$ 751 - \$ 1,000
5	\$1,001 - \$ 1,500
6	\$1,501 - \$ 3,150
7	\$3,151 - \$ 6,300
8	\$6,301 - \$10,000

RECOMMENDED TIME-OFF AWARDS SCALE

Value to Organization	Number of Hours
<i>Moderate:</i> (1) A contribution to a product, activity, program, or service to the public, which is of sufficient value to merit formal recognition. (2) Beneficial change or modification of operating principles or procedures.	<i>1 to 10</i>
<i>Substantial:</i> (1) An important contribution to the value of a product, activity, program, or service to the public. (2) Significant change or modification of operating principles or procedures	<i>11 to 20</i>
<i>High:</i> (1) A highly significant contribution to the value of a product, activity, program, or service to the public. (2) Complete revision of operating principles or procedures, with considerable impact.	<i>21 to 30</i>
<i>Exceptional:</i> (1) A superior contribution to the quality of a critical product, activity, program, or service to the public. (2) Initiation of a new principle or major procedure, with significant impact.	<i>31 to 40</i>

RECOMMENDATION FOR INCENTIVE AWARD

Information pertaining to awards may be found in the HRO manual Chapter 451.

☐ Special Act: Amount \$ _____ ☐ -the-Spot: Amount \$ _____

☐ Quality Step Increase ☐ Time-Off: Hours _____ to be used by _____

☐ Letter of Appreciation Submitted

EMPLOYEE: _____ SSN: _____

If the Award is for more than one individual, attach a list of names, with SSN and award amount for each.

ACTIVITY: _____ UIC: _____

UIC of Recommending Official: _____

(If UIC is different from recommended employee(s) please provide accounting appropriation on next line.)

Accounting appropriation:

TANGIBLE/INTANGIBLE ESTIMATE OF BENEFITS

A. TANGIBLE BENEFITS. Approximate tangible value of benefit or savings:

\$ _____

B. INTANGIBLE BENEFITS

(1) Value _____ Moderate _____ Substantial _____ High _____ Exceptional

(2) Extent of Application _____ Limited _____ Extended _____ Broad _____ General

JUSTIFICATION FOR AWARD

Recommending Official Signature Date

Activity Head Designee

Director Signature Date

Commanding Officer Signature

Enclosure (3)